

MANAGEMENT MEMO

NUMBER:

MM 04-16

SUBJECT:

PREVENTATIVE MAINTENANCE OF STATE VEHICLES

DATE ISSUED:

JUNE 14, 2004

EXPIRES:

JUNE 30, 2005

REFERENCES:

PUBLIC RESOURCES CODE 25722; STATE ADMINISTRATIVE MANUAL SECTIONS: 4101, 3687.1.

ISSUING AGENCY:

DEPARTMENT OF GENERAL SERVICES**Purpose**

This Management Memo calls on all state agencies operating state motor vehicles to make every effort to “Flex Your Power at the Pump,” and lower fuel costs for the State of California through vigorous compliance with the preventative maintenance standards identified in this management memo and in the Automobile Record, Standard (STD.) 271.

Background

Public Resources Code 25722 mandates the state reduce petroleum consumption of its vehicle fleet to the maximum extent practicable including improved preventative maintenance. State Administrative Manual Section (SAM) 4101 establishes the need to comply with minimum preventative maintenance standards listed in the Automobile Maintenance Record, STD. 271. This includes prescribed services and mechanical inspections that promote state vehicle efficiency and achieve optimum fuel mileage. SAM Section 3687.1 prohibits the purchase of premium grade gasoline for state vehicles. And, directs state drivers to make fuel purchases at lower priced self-service pumps whenever possible.

Policy Change

This Management Memo expands the current policy for the preventative maintenance of state motor vehicles and fuel conservation by directing departmental directors or agency heads to ensure that state employees:

1. Adhere to the state motor vehicle preventative maintenance schedule prescribed in the STD. 271. (*The STD. 271 is located in each state vehicle glove compartment or available through the Office of State Publishing*).
2. Utilize a state garage for oil changes where re-refined motor oil is used exclusively or request re-refined motor oil is used during oil changes at authorized repair vendors where available. (*State garages and authorized repair vendors are listed at the Office of Fleet Administration web site: www.ofa.dgs.ca.gov*).
3. Maintain proper tire pressure in state motor vehicles between preventative maintenance intervals.
4. Conduct a pre-trip check of all state vehicles before operating, including visually inspecting tires for noticeable deflation and the vehicle in general for observable signs of damage or deficiencies.

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5. Purchase only regular-unleaded fuel for gasoline powered vehicles.
 6. Adhere to posted speed limits, avoid rushed acceleration and prolonged idling.
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If you have any questions, please contact:

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Signature

Original Management Memo signed by Ron Joseph, Interim Director

Ron Joseph
Interim Director
Department of General Services